

# Minnesota District Court Registered User Guide for Electronic Filing

Revised October 2, 2015

## **About this Guide**

This guide establishes mandatory formatting and technical requirements for electronic filing in Minnesota's state trial courts. This guide also contains overviews of the electronic filing system, the use of non-notarized signatures under penalty of perjury, and the requirements to segregate non-public information from public court filings. These overviews should not be relied upon as a source of legal authority. Any court filing may be subject to any number of court rules, statutes, or other sources of law that do not appear in this guide.

Under Minnesota General Rule of Practice 14.03(g), the formatting and technical requirements set out in this guide have the force of law. Everyone who uses the electronic filing system must follow the formatting requirements set out in this guide.

The overviews in this guide are provided for convenience and should not be relied upon as a source of legal authority. Any court filing may be subject to any number of court rules, statutes, or other sources of law that do not appear in this guide.

This guide is prepared by the Minnesota State Court Administrator's Office and is subject to periodic updates. The current, governing version of the guide is posted on the Minnesota Judicial Branch's website, <a href="https://www.mncourts.gov">www.mncourts.gov</a>.

## Introduction

About this Guide	2
Overview of Electronic Filing and Service (eFS) Syst	tem
Filing Documents with the eFS System	5
Documents that Cannot be Filed with the eFS System	6
Paying Filing Fees Through the eFS System	7
Serving Documents with the eFS System	7
How to Receive Documents Served Through the eFS System	7
Responsibilities of People who are Served Through the eFS System	8
Signing up for Service in each case	8
Maintaining a Working Email Address	8
Individual Usernames and Passwords	9
Availability of the eFS System	9
Troubleshooting and Technical Errors	10
Overview of Signature Requirements	
Types of Signatures	11
Special Requirements for Signatures by the Filer	11
Non-Notarized Signatures Under Penalty of Perjury	12
Segregation of Non-Public Information	
Public vs. Non-Public Information	13
General Rule of Practice 11	13
Juvenile Protection Procedure Rule 8.04	14
Segregation and Redaction	14
Formatting and Technical Requirements	
A. PDF Format	16
Searchable (Converted) PDFs	16
Non-Searchable (Scanned) PDFs	16
Combining Searchable and Non-Searchable PDFs	17
B. Viewability and Legibility	17
C. Separate Documents as Separate PDFs	17
D. Limits on File Size	18
E. Resolution of Scanned Documents	19
F. Page Formatting	19
G. Prohibited Items	20
H. Fonts	20

# **Table of Contents**

I.	Bookmarks and Hyperlinks	20
J.	Bullet Points and Other Special Characters	21
K.	Non-Conforming Documents	21
Τ.	Questions About Technical Compatibility	2.2

## Filing Documents with the eFS System

The Minnesota state trial court electronic filing and service system (called "Odyssey File and Serve" on the vendor's website) is referred to in this guide as the "eFS System." The eFS System is a web-based system that is used to electronically file documents in nearly all types of cases in Minnesota's state trial courts.

#### Who must use the eFS System

Attorneys, government agencies, and guardians ad litem are required to use the eFS System to file documents in court. This requirement goes into effect on July 1, 2015 in the eleven eCourtMN pilot counties, and on July 1, 2016 for the remaining 76 counties. All government agencies are required to use the eFS System for filing. For example, social workers filing reports, and sheriff's deputies filing proof of service documents as part of their work, are required to use the eFS System.

#### Note

The eCourtMN pilot counties are: Cass, Clay, Cook, Dakota, Faribault, Hennepin, Kandiyohi, Lake, Morrison, Ramsey, and Washington Counties.

All other filers, including self-represented litigants, can choose between using the eFS System and filing documents in paper form. This option of using the eFS System goes into effect on July 1, 2015 in the pilot counties, and by July 1, 2016 in the remaining 76 counties. Once a filer has filed a document through

<sup>&</sup>lt;sup>1</sup> Attorneys representing Indian tribes in juvenile protection or adoption cases are not required to use the eFS System. MINN. R. JUV. PROT. P. 3.06; MINN. R. ADOP. P. 3.09.

<sup>&</sup>lt;sup>2</sup> MINN. GEN. R. PRAC. 14.01(b)(1).

<sup>&</sup>lt;sup>3</sup> MINN. GEN. R. PRAC. 14.01(b)(1).

<sup>&</sup>lt;sup>4</sup> MINN. GEN. R. PRAC. 14.01(b)(5)-(6).

the eFS System, he or she must continue to use the eFS System to file documents for the rest of the case. <sup>5</sup>

Judges may order any filer to use the eFS System, and may prohibit any filer from using the eFS System. <sup>6</sup>

Judges will direct filers how to submit documents to the court for *in camera* review. A judge may or may not require that documents be submitted through the eFS System.

# Documents that Cannot be Filed with the eFS System

A few types of documents cannot be filed with the eFS System:

- Criminal complaints, citations and tab charges (filed through other approved electronic systems)<sup>8</sup>
- Juvenile delinquency petitions and citations (filed through other electronic systems when technology becomes available)<sup>9</sup>
- Wills deposited for safekeeping (filed on paper)<sup>10</sup>
- Any documents filed in parental notification bypass proceedings (filed on paper)<sup>11</sup>

<sup>&</sup>lt;sup>5</sup> MINN. GEN. R. PRAC. 14.01(b)(5)(i), (b)(6)(i).

<sup>&</sup>lt;sup>6</sup> MINN. GEN. R. PRAC. 14.01(b)(5)(ii), (b)(6)(ii).

<sup>&</sup>lt;sup>7</sup> MINN. GEN. R. PRAC. 14.06.

<sup>&</sup>lt;sup>8</sup> Electronic filing of criminal charging documents is governed by Minnesota Rule of Criminal Procedure 1.06, subd. 2. Criminal complaints must be filed through the Bureau of Criminal Apprehension's eCharging system; this goes into effect July 1, 2015 in the pilot counties and on July 1, 2016 in the remaining 76 counties. Criminal citations, as well as tab charges, must be filed by an electronic filing method approved by the state court administrator; this goes into effect July 1, 2016 in all 87 counties.

<sup>&</sup>lt;sup>9</sup> Electronic filing of juvenile delinquency petitions is governed by Minnesota Rule of Juvenile Delinquency Procedure 6.03, subd. 2; and electronic filing of juvenile delinquency citations is governed by Minnesota Rule of Juvenile Delinquency Procedure 6.02, subd. 2. The technology for electronic filing of juvenile delinquency petitions and citations is still in development; for that reason, juvenile delinquency petitions and citations must be filed in paper form unless the technology is available.

<sup>&</sup>lt;sup>10</sup> MINN. GEN. R. PRAC. 14.01(b)(2).

<sup>&</sup>lt;sup>11</sup> MINN. GEN. R. PRAC. 14.01(b)(2).

#### **Paying Filing Fees Through the eFS System**

All filing fees for electronically filed documents must be paid in the eFS System at the time of filing.

The eFS System currently accepts MasterCard, Visa, and Discover credit or debit cards.

# **Serving Documents with the eFS System**

The eFS System can also be used to serve documents. Any person who is required to use the eFS System to file documents must, in most situations, use it to serve documents upon all other people who are required to use the eFS System for filing in the case. <sup>12</sup>

There are some exceptions to this rule. Discovery materials may be served through the eFS System, but may also be served by other means agreed to by the parties. <sup>13</sup> If there is a statute, court rule, or court order that requires some other means of service, documents must be served accordingly. <sup>14</sup> And the eFS System may not be used to serve documents upon recipients who have not used the eFS System to file a document in the case. <sup>15</sup>

#### Example

There are three parties to a case. One party is represented by an attorney, and the other two parties are self-represented. One of the self-represented parties has used the eFS System to file a document in the case, but the other self-represented party has not. The attorney and the e-filing self-represented party must use the eFS System to serve documents upon each other, but must use other means to serve the non-e-filing self-represented party. The non-e-filing self-represented party must serve the other two parties by means other than the eFS System.

#### **How to Receive Documents Served Through the eFS System**

When a document is served through the eFS System, the recipient will receive an email containing a link to the document (unless the recipient has disabled the email notification feature for his or her eFS

Revised October 2, 2015

<sup>&</sup>lt;sup>12</sup> MINN. GEN. R. PRAC. 14.03(d)(1).

<sup>&</sup>lt;sup>13</sup> MINN. GEN. R. PRAC. 14.03(d)(3).

<sup>&</sup>lt;sup>14</sup> MINN. GEN. R. PRAC. 14.03(d).

<sup>&</sup>lt;sup>15</sup> MINN. GEN. R. PRAC. 14.03(d)(2).

System account). The document will be available for download for 30 days after the date of service. The recipient is responsible for downloading a copy of the document within that time. All litigants are responsible for their own record-keeping. The eFS System is not a case management system for litigants, and should not be relied upon by any litigant to gain access to documents. Litigants who do not retain copies of documents they file or timely download copies of documents served upon them will not be able to obtain copies of the documents through the eFS System.

# Responsibilities of People who are Served Through the eFS System Signing up for Service in each case

Every person who files a document in a case through the eFS System is required to sign up for service in that case. Registering for an account with the eFS System is not the same as signing up for service in a case. Every filer is responsible for adding him- or herself as a service contact in each case. People cannot be served through the eFS System until they have signed up for service in the case. All filers are prohibited from signing other people up for service (except for members of the same law firm, or co-counsel), and court staff are prohibited from signing anyone up for service. Filers attempting to serve someone who has not signed up for service should contact the recipient and ask that the recipient sign up. Filers should keep in mind that they may be sanctioned by the court if they fail to sign themselves up for service, or if they improperly sign other filers up for service. An attorney who withdraws from representation on a case must also remove him- or herself as a service contact on the case in the eFS System.

# **Maintaining a Working Email Address**

Every eFS filer must maintain a working email address for receipt of service. <sup>16</sup> The filer is responsible for ensuring that the eFS System has the correct email address, that the email address is

<sup>&</sup>lt;sup>16</sup> MINN. GEN. R. PRAC. 14.02(a).

functioning properly, and that it has not exceeded its size limitation.<sup>17</sup> Filers who fail to maintain and check their email accounts may not receive service of documents, and may be barred from contesting the validity of service.

#### **Individual Usernames and Passwords**

The eFS System requires all filers to select a username and password. Every filer must have his or her own username and password, and may not share the username and password with other filers, including filers who are members of the same law firm. Every filer is responsible for the use of his or her username and password, and documents filed with a filer's username and password are presumed to have been filed by that filer. If a filer's password is compromised, he or she must immediately change the password and notify the court. <sup>18</sup>

Filers may set up their usernames and passwords by registering with the eFS System at <a href="https://minnesota.tylerhost.net">https://minnesota.tylerhost.net</a>. There is no fee to register with the eFS System.

#### Availability of the eFS System

The eFS System is available online 24 hours a day, seven days a week, at <a href="https://minnesota.tylerhost.net">https://minnesota.tylerhost.net</a>. The eFS System will occasionally be unavailable for technical upgrades. Notices of these scheduled downtimes will be posted on Judicial Branch eFile Support Center's <a href="https://www.website">website</a>.

Documents may be filed through the eFS System at any time, except during scheduled downtimes. A document will be deemed filed as of a particular day if it has been successfully transmitted through the eFS System by 11:59 p.m. Minnesota time on that day, unless it is subsequently rejected for filing by the court administrator. <sup>19</sup>

<sup>&</sup>lt;sup>17</sup> MINN. GEN. R. PRAC. 14.02(b)(4).

<sup>&</sup>lt;sup>18</sup> MINN. GEN. R. PRAC. 14.02(b).

<sup>&</sup>lt;sup>19</sup> MINN. GEN. R. PRAC. 14.03(c). Court administrators are authorized to reject filing for four reasons listed in the Minnesota Rules of Civil Procedure. *See* MINN. R. CIV. P. 5.04(c).

#### **Troubleshooting and Technical Errors**

If technical errors prevent a document from being filed or served, the filer may file a motion asking the court to order that the document be deemed filed or served on the date attempted. The filer has the burden of showing that there was a technical error. If appropriate, the court may adjust the time to respond to the document. <sup>20</sup>

Filers who encounter technical difficulties should contact the Judicial Branch eFile Support Center:

Business Hours	Monday – Friday
(Closed on court holidays)	8:30 a.m. – 4:30 p.m.
Phone number (area codes 612, 651, 763, and 952)	651-227-2002
Phone number (all other area codes)	1-855-291-8246
Website	Support Center's website

<sup>&</sup>lt;sup>20</sup> MINN. GEN. R. PRAC. 14.01(c).

# **Types of Signatures**

Minnesota's court rules recognize several types of signatures. Two of these are typographical signatures and facsimile signatures. Typographical signatures are those typed in the form: /s/ Pat L. Smith. They can be typed in any word processing program without the use of paper. Facsimile signatures are optically scanned versions of signatures written by hand on paper. Unless a statute or court rule specifically requires a handwritten signature, a typographical signature can be used in lieu of a handwritten signature.<sup>21</sup>

In many situations, filers will be able to choose between using typographical signatures and facsimile signatures. Filers should keep in mind that typographical signatures do not require scanning. Scanned electronic documents have significantly larger file sizes, and cannot be searched electronically because optical character recognition data is not allowed in court documents. This makes scanned documents much more difficult for judges and other filers to work with, and means the documents will take more time to load and download.

# **Special Requirements for Signatures by the Filer**

Some documents must be signed by the filer. (For example, Minnesota Rule of Civil Procedure 11.01 requires the filer's signature on many documents.) When these documents are filed through the eFS System, the filer's signature must be accompanied by the filer's typed name, address, telephone number, email address, and (for attorneys) attorney registration number. <sup>22</sup>

<sup>&</sup>lt;sup>21</sup> MINN. GEN. R. PRAC. 14.04(b).

<sup>&</sup>lt;sup>22</sup> MINN. GEN. R. PRAC. 14.04(b).

# **Non-Notarized Signatures Under Penalty of Perjury**

In general, documents need not be notarized.<sup>23</sup> Documents may be signed under penalty of perjury, consistent with Minn. Stat. § 358.116, if the signature appears immediately below a declaration using substantially this language: "I declare under penalty of perjury that everything I have stated in this document is true and correct." The date of signing, and the county and state where the document was signed, must be noted on the document.<sup>24</sup>

<sup>&</sup>lt;sup>24</sup> MINN. GEN. R. PRAC. 14.04(d), 15.



<sup>&</sup>lt;sup>23</sup> Some types of documents still require notarization, including admissions, settlement agreements, or consents to adoption filed in juvenile protection or adoption cases.

#### **Public vs. Non-Public Information**

Several types of information are non-public under rules of court, and filers are responsible for ensuring that they do not appear in public court documents. Information filed in Minnesota's courts is presumptively public, even though it may be sensitive. Filers must have a legal justification for designating information as non-public. Whether a particular piece of information is public or non-public may depend on several factors, including the type of case in which it is filed. For example, the identity of a minor victim of sexual assault is non-public information in a criminal case or a juvenile protection case, but is public information in a family law case or a restraining order petition. Filers should review the Rules of Public Access to Records of the Judicial Branch carefully to determine whether a particular piece of information is public or non-public. This guide does not contain all of the types of non-public information.

#### **General Rule of Practice 11**

Minnesota General Rule of Practice 11 applies to all documents filed with any district court. The rule requires filers to segregate restricted identifiers and financial source documents from public court filings. "Restricted identifiers" include Social Security numbers, employer identification numbers, and financial account numbers. (Filers do not need to segregate the last four digits of a financial account number from a public filing unless the account number is also a Social Security number.) The State Court Administrator's Office has published a Rule 11 Financial Account Numbers Cheat Sheet to help guide filers on what is considered a "financial account number" requiring segregation. Filers should keep in mind that filings may be stricken by court administration staff, and sanctions imposed by judges, if

<sup>&</sup>lt;sup>25</sup> The State Court Administrator's Office maintains a table of non-public case records. The table, and the Rules of Public Access, are available at <a href="https://www.mncourts.gov/rules">www.mncourts.gov/rules</a>.

restricted identifiers are not removed from public documents or confidential documents are not designated as such when filed. <sup>26</sup>

The eFS System requires filers to check a box certifying that their filings contain no restricted identifiers, except as permitted by Rule 11.02. Filers should keep in mind that the certification applies only to documents *filed* through the eFS System. The eFS System will require filers to check the box for documents that are *served*, but not filed, through the eFS System even though the certification applies only to documents *filed* through the eFS System.

#### **Juvenile Protection Procedure Rule 8.04**

Juvenile Protection Procedure Rule 8.04 lists several types of confidential information and confidential documents that must be segregated from public filings in juvenile protection (CHIPS) cases. The State Court Administrator's Office has published a form, Confidential Documents and Confidential Information in CHIPS Proceedings, <sup>27</sup> to help guide filers who are filing documents in juvenile protection cases. Filers should keep in mind that they may be subject to sanctions, including monetary fines, if they fail to properly segregate confidential information and confidential documents in juvenile protection cases.

# **Segregation and Redaction**

There are two ways of keeping non-public information out of public court filings: segregation and redaction.

"Segregation" means that the non-public information never becomes part of the public document.

#### Example

An attorney is drafting a petition for dissolution of marriage. She does not type the petitioner's Social Security number in the petition. Instead, she types language such as "Petitioner's Social Security number is listed on confidential form 11.1 and submitted along with the Petition.", and types

<sup>&</sup>lt;sup>26</sup>See, e.g., MINN. GEN. R. PRAC. 11.04.

<sup>&</sup>lt;sup>27</sup>The form's content is taken directly from Minnesota Juvenile Protection Procedure Rule 8.04, subd. 2.

the Social Security number in a separate Form 11.1. The Social Security number is never part of the public dissolution petition.

"Redaction" is used to remove non-public information that is already present in a public document.

#### Example

An attorney is preparing to file statements from a charged-off credit card account in a consumer credit contract case. Statements from charged-off accounts can be filed as public documents under General Rule of Practice 11. But the account numbers continue to be non-public, even after the account has been charged off. The attorney redacts the account numbers from the account statements before filing them as public documents.

Filers should take care to ensure that the redaction removes the confidential information in a way that it cannot be retrieved. Redaction methods that were sufficient for paper documents (such as blackening out) may not be sufficient for electronic documents. Covering text with a black rectangle, highlighting it in black, reducing its size, or changing its color to white are generally not effective means of redaction. It is usually easy to retrieve text that has been "redacted" by these means. Filers should also ensure that there is no confidential information in any document's metadata. Any filer who fails to properly redact confidential information may be sanctioned by the court.

# **Formatting and Technical Requirements**

#### A. PDF Format

All electronically filed documents must be submitted as PDF files.

#### Searchable (Converted) PDFs

PDF files can be either searchable or non-searchable. "Searchable" means that the PDF file's text can be read by a computer without any optical character recognition data. *Whenever possible*, documents must be submitted as searchable PDFs. To meet this requirement, filers should convert documents to PDF files electronically. Filers should not print documents on paper and scan them as PDF files unless doing so is necessary to prepare the documents for filing. Many word processing programs can convert documents to PDF files, and PDF conversion software is available without charge online.

#### **Searchable PDFs are preferable to scanned PDFs for several reasons:**

- 1. In general, searchable (converted) PDFs have significantly smaller file sizes than scanned PDFs. The smaller file size allows the documents to be opened more rapidly in the court's electronic records system, facilitates record-keeping by litigants, and allows for faster downloads of documents once they are served.
- 2. Litigants can prepare converted PDFs much faster, and much more cheaply, than scanned PDFs. Scanned PDFs require both paper and a document scanner.
- 3. Converted PDFs are free of the visual artifacts that may be present in scanned PDFs.
- 4. Converted PDFs are readily text-searchable, which makes them much easier for judges and litigants to work with.

#### Non-Searchable (Scanned) PDFs

If it is not possible to submit a document, or portion of a document, in searchable PDF format, the document or portion may be scanned and submitted in non-searchable PDF format. The documents shall not contain any optical character recognition data. Some scanners are set to add optical character recognition data to PDF files; these scanners should be set to omit optical character recognition data

# **Formatting and Technical Requirements**

before being used to scan documents for filing. <u>Inclusion of optical character recognition data may cause</u> the eFS System to reject the document for filing.

#### Some examples of documents that may be scanned, rather than converted, are:

- Attachments to affidavits that exist only in paper form (such as a contract that was signed on paper)
- Handwritten documents
- Photographs not available in electronic form

#### **Combining Searchable and Non-Searchable PDFs**

It is permissible to combine a non-searchable portion of a document with a searchable portion:

#### Example

Two attorneys and two parties sign a stipulated proposed order on paper by hand. The signature page could be scanned as a PDF, while the text of the stipulated proposed order could be converted directly to a PDF. The two PDFs could then be combined into a single document, the majority of which is searchable.

# B. Viewability and Legibility

Every document filed must be readily viewable in its entirety with PDF viewing software.

Corrupt or incomplete files may be rejected for filing by the eFS System. Before filing documents, filers should verify that the files are complete and are not corrupted.

Documents shall include only legible words and viewable images. Filers who submit scanned documents are responsible for ensuring that the scanning process preserves legibility and viewability. (This requirement does not prevent the submission of a document for the purpose of showing that the document is illegible.)

# C. Separate Documents as Separate PDFs

Frequently, filers will submit multiple documents simultaneously. Separate documents must be submitted as separate PDF files, and should not be submitted as a single PDF file. A confidential

# **Formatting and Technical Requirements**

attachment to a public document should be submitted as a separate document from the public document.

A public cover sheet for confidential documents should be submitted as a separate document from the confidential documents.

The eFS System allows filers to place multiple documents within the same "envelope" when filing. Documents that are related to each other should be filed as part of the same envelope when they are filed through the eFS System. This makes it easier for court administration staff to properly process the documents. For example, a motion and a supporting affidavit should be filed in the same envelope.

#### Example

An affidavit about a report of child abuse is filed in a juvenile protection case, and there is an allegation that a child has been sexually assaulted. Under Juvenile Protection Procedure Rule 8.04, subd. 5, the child's identity must be segregated from the affidavit and filed on a separate confidential information form. The affidavit and the confidential information form must be filed as separate PDF documents. That makes it possible to give the correct security classifications of "public" for the affidavit and "confidential" for the confidential information form.

# D. Limits on File Size

The filer is responsible for ensuring that all filings comply with the file size limits:

• **Single document:** 25 megabytes

• **Envelope of documents:** 35 megabytes

Documents that exceed the size limits may not be transmitted successfully to the court through the eFS System. If a filing exceeds the size limits, it must be submitted in parts that comply with the size limits. Each part must be clearly labeled in order ("Part 1 of 3", "Part 2 of 3", etc.) in the comments field in the eFS System when it is filed.

# **Formatting and Technical Requirements**

#### Tips:

- It is best to keep file sizes as small as reasonably possible. Larger files take longer to download and open.
- Documents with smaller file sizes are much easier for judges to open and review, especially when judges review court records on portable electronic devices such as tablets.
- Several factors can make file sizes larger:
  - o Scanning documents instead of converting them
  - o Scanning documents in color or greyscale instead of black and white
  - o Including pictures (which are rarely necessary in court filings)

#### **E.** Resolution of Scanned Documents

Every scanned document must be set within the following minimum and maximum resolutions:

- **Minimum resolution:** 200 DPI (dots per inch)
- Maximum resolution (recommended): 300 DPI

Documents scanned at resolutions higher than 300 DPI may be rejected by the eFS System for

filing.

## F. Page Formatting

All documents must meet these page and formatting requirements:

- **Page Size:** 8.5 x 11-inch pages
- Orientation: Portrait

(Portrait orientation is necessary for the eFS System to properly apply electronic file stamps.)

- Margins: The top margin must be at least one inch, and be free of all written matter.
- **Page Numbers:** All documents must have consecutive page numbers. The page numbers must continue through any attachments to the document. <sup>28</sup>

<sup>&</sup>lt;sup>28</sup> MINN. GEN. R. PRAC. 16.

## **Formatting and Technical Requirements**

#### **G.** Prohibited Items

No document shall contain any:

- Embedded files
- Encryption or password protection, or other features that limit access
- Unreadable words, unviewable images, or invalid or corrupted tables
- Any other form of information that cannot readily be viewed in its entirety with PDF viewing software

#### H. Fonts

Only standard fonts are permitted. Character identifier (CID) fonts *are not* permitted. The eFS System may reject documents that contain character identifier fonts or embedded fonts. Some software programs and scanners that generate PDF files have a default setting that embeds fonts, so that the device that displays the PDF file can display all the fonts even though a particular font is not installed on the device. To avoid this problem, filers should change the settings on their PDF-generating software or scanner to exclude embedded fonts.

# I. Bookmarks and Hyperlinks

Documents may contain bookmarks, which help the reader more quickly navigate through the document. Bookmarks are not required, but may make it easier for judges to review lengthier documents. Many judges find bookmarks very useful for finding information in lengthy pleadings and attachments.

Documents may contain internal and external hyperlinks:

- **Internal hyperlinks:** A destination *within* the same document.
- **External hyperlinks:** A destination *outside* the document.

Hyperlinks are allowed for the purpose of providing convenient access to the material cited in the document. External hyperlinks are restricted to publicly available sources of law or court opinions.

Hyperlinks are not part of the court's record, and the court does not exercise any responsibility over the

# **Formatting and Technical Requirements**

content or destination of any hyperlink. In order to preserve the court record, complete citations are required: hyperlinks may not be used as a substitute for standard citations.

#### **Example**

A party citing the Minnesota Human Rights Act might wish to provide a hyperlink to the text of the Act on the Revisor of Statutes' website. This is permissible if a standard citation is provided. "Minnesota Human Rights Act" by itself would not be sufficient; but "Minnesota Human Rights Act, Minn. Stat. §§ 363A.01-.43" would be sufficient.

## J. Bullet Points and Other Special Characters

Filers should avoid using bullet points, checkboxes, and other special characters in documents, because they may prevent the eFS System from processing the documents. The eFS System can process any character that can be typed on a standard English keyboard, and can process the symbols "§", "®", "©", "TM", "¶", "€" and "£". Special characters that appear in scanned documents will not interfere with processing.

# **K.** Non-Conforming Documents

Occasionally, it will not be feasible to convert a document to an electronic format that complies with the requirements in this section. Examples include large maps or blueprints, audio recordings, and video recordings. Before filing these documents, the filer must electronically file a motion for leave to file them conventionally. The filer may file the documents conventionally only if the court grants the motion.

# **Formatting and Technical Requirements**

# L. Questions About Technical Compatibility

Filers who have questions about whether a document is compatible with the eFS System's technology are encouraged to contact the Judicial Branch eFile Support Center:

<b>Business Hours</b>	Monday – Friday
(Closed on court holidays)	8:30 a.m. – 4:30 p.m.
Phone number (area codes 612, 651, 763, and 952)	651-227-2002
Phone number (all other area codes)	1-855-291-8246
Website	Support Center's website

#### **Judicial Branch website:**

www.mncourts.gov

**eFS System:** 

https://minnesota.tylerhost.net

### **Judicial Branch eFile Support Center:**

http://www.mncourts.gov/File-a-Case/File-in-A-District-Trial-Court/MN-eFile-Support-Center.aspx

#### **Rule 11 Financial Account Numbers Cheat Sheet:**

http://www.mncourts.gov/SupremeCourt/Court-Rules/Resources-for-Rules-Changes.aspx

## **Confidential Documents and Confidential Information in CHIPS Proceedings:**

http://www.mncourts.gov/mncourtsgov/media/CIOMediaLibrary/PublicForms/Confidential Information/

CON115.pdf